

Air Command Civil Servants

Delivering and enabling excellence
with the RAF



Candidate information pack

This pack has been designed to give you some more information about what we do and what we could offer you if you choose to apply to work with us.

It tells you about our business, our recruitment processes, our terms and conditions and what it's like to work as a Civil Servant, specifically in the Ministry of Defence's Air Command.

Throughout the pack are links to further information if you would like to know more. If you have queries about the specific role you are considering, please contact the colleague whose details are given on the advert.



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“Join Air Command as a Civil Servant for a worthwhile, fascinating and challenging role”



Thank you for your interest in joining the Ministry of Defence as a Civil Servant in Air Command. Civil Servants in Air Command work across a range of functions and are integral to delivering the Royal Air Force’s outputs.

We are at the heart of the Royal Air Force’s preparation for delivery on operations.

No matter what our job specialisation is, we are directly involved in delivering the Air Power that keeps our country safe and enables the UK’s forces to be deployed and supported worldwide.

I hope you find this candidate information pack useful and we look forward to receiving your application.

Air Command Director of
Resources
@DResRAF



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MOD Background

The role of the Ministry of Defence is to protect the security, independence and interests of our country at home and abroad. We work with our allies and partners whenever possible. Our aim is to ensure that the armed forces have the training, equipment and support necessary for their work, and that we keep within budget.

Underpinning all of this are our people – regular and reserve Armed Forces personnel working in the Royal Air Force, Royal Navy, and Army; MOD Civil Servants; contractors and other civilians. Together these different groups form the ‘whole force’ which delivers Defence outputs.

Further information about the work of the department can be found at <https://www.gov.uk/government/organisations/ministry-of-defence>

RAF Background

The RAF Vision is to be an agile, adaptable and capable Air Force that, person for person, is second to none, and that makes a decisive air power contribution in support of the UK Defence Mission.

We work together on our core task to produce battle-winning people and equipment. Our people lie at the heart of this capability and comprise:

- 37,000 service personnel
- 4,800 civilian staff

We expect every one of our people, whether uniformed or civilian, to fulfill their personal responsibilities:

- to foster a working environment where all personnel feel comfortable and are welcomed and valued for their unique contributions to operational effectiveness
- to promote a working environment that values dignity, respect and fairness
- to promote standards of best behaviour and comply with the law with regard to creating equality of opportunity and not discriminating against others



Equality, Diversity and Inclusion

The Civil Service embraces diversity and promotes equality of opportunity. We recruit by merit on the basis of fair and open competition, as outlined in the Civil Service Commission's [recruitment principles](#). There is a guaranteed interview scheme (GIS) for candidates with disabilities who meet the minimum selection criteria.

Under the terms of the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in our workplace

If you require any adjustments during the recruitment and selection process please contact the advertising manager of the post.

Recruitment Process

The job advert will outline the recruitment and selection process and timelines for the role you are applying. The process will typically include a written application (made online), a sift, and then an interview. If there are any additional tests or requirements these will be detailed in the job advert.

Usually candidates are asked to provide competency-based evidence of their skills, knowledge and behaviours which are relevant for the role.

You may also be asked to provide a supporting statement and/or a CV.

- [Applying for a job - hints and tips](#)
- [Civil Service Competency Framework](#)

Terms, Conditions and Benefits

Terms and Conditions

- Some of MOD's Terms and Conditions of Service (TACOS) changed in 2014 for new recruits to MOD or existing staff appointed to a post on substantive promotion, progression or advancement. Further details can be found here: [TACOS 2014](#)
- [Civil Service pension schemes](#) may be available for successful candidates.

Allowances

- Some of our sites and roles may attract additional allowances and this will be detailed in the job advert. Please be advised that the Department is conducting a review of all pay related allowances which could impact on any allowances currently being advertised.

Terms, Conditions and Benefits

Security

- Successful candidates must meet the [security requirements](#) before they can be appointed. The level of security check required for the role you are applying for will be detailed in the job advert.

Nationality statement

- Candidates will be subject to [UK immigration](#) requirements as well as [Civil Service nationality rules](#).
- If you're applying for a role requiring security clearance please be aware that foreign or dual nationality is not an automatic bar. However certain posts may have restrictions which could affect those who do not have sole British nationality or who have personal connections with certain countries outside the UK.

Terms, Conditions and Benefits

Flexible working

- Unless otherwise stated in the job advert, we will consider requests for flexible working, e.g. part time, job share, remote working, subject to business requirements
- We also offer competitive maternity, paternity and parental leave to qualifying staff

Leave allowance

- New entrants to the Civil Service, and those Civil Servants on modernised terms and conditions, will be entitled to 25 days paid annual leave, rising to 30 days after 5 years' service
- You will also be entitled to 8 public/bank holidays plus an additional day for the Queen's Birthday
- Leave allowances are pro rated for part time staff

Learning and Development

- All Civil Servants are entitled to a minimum 5 days learning and development each year.

Our People

The Civil Service does the practical and administrative work of government. Today we are formed of nearly half a million employees working in locations all over the UK and overseas for around 20 government departments and 45 executive agencies.

Broadly the Service can be divided into three functional areas:

1. Delivering public services

More than half of all Civil Servants provide services direct to the public, for example at UK airports and seaports, in job centres and issuing driving licenses and passports.

2. Devising and managing policy

This is the smallest group, helping Ministers to devise, design and communicate government policy.

3. Managing corporate services

Civil servants in these roles enable other groups to function effectively, including managing public money, pay, pensions, human resources, computers and buildings.

All Civil Servants are subject to the provisions of the [Civil Service Code](#) which details our values, standards of behaviours and rights and responsibilities.

The next two slides give some further information about the roles being done by Civil Servants in Air Command today.



Our People

Sharan

Sharan is Head of the Air Scrutiny and Approvals Team at Air Command. She started her Civil Service career on the Fast Stream in October 2006; has worked on the Nuclear Warhead programme; at the Defence Equipment & Support as a project manager, and at the Home Office as a strategy adviser.

When not at work, her 'spare time' is spent with her 2 young children who like to keep her very busy.

Becca

Becca has recently joined the MOD internal talent programme and her first posting is in the Secretariat team at Air Command, High Wycombe. She has been working in the MOD since 2007 in a variety of roles including recruitment; Tornado jet propulsion team; Defence Equipment & Support military HR team; the Army Inspectorate; and two overseas postings to the Falklands and Cyprus.

Geoff

Geoff is the Air Domain Finance Manager at HQ Air Command where he is responsible for managing the financial positions for Air. He has worked for the MOD for 33 years. "I've never had a particular career plan, I simply applied for roles that I thought I would find interesting or challenging, or where the location suited me – I felt there was no point in spending my time doing something I didn't enjoy. So I've always applied for jobs that I felt suited my skills, but which also had an element of challenge so that I could develop myself."



Our People

Rob

Rob is currently a HR Business Partner in Air Command working with our Civil Servants and their military line managers. He is participating in a cross-Civil Service development scheme. “If you'd have told me when I joined the Civil Service 11 years ago about the variety and scope of the roles available to me I'd have never have believed you! I started in the Post Room, and since then I've done administrative, corporate support, secretariat, outer office and HR roles. Working in the Director of Resources' office for 4 years has been a particular highlight! My current role is really enjoyable as I work for MOD Head Office, but am based in Air Command. I have interaction and involvement with the Department's strategic HR Centre working on things like the Departmental Allowances Review, whilst at the same time I have a high level of engagement with staff and managers at a variety of RAF Stations”.

Rosie

Rosie is the Business Manager at RAF Boulmer and has been working for the MOD for 36 years. She joined the department as a clerical officer, and has since worked at a number of RAF stations, including in Germany, in roles as diverse as Registry; Finance and accounts; Service children's education; Estates; and Human Resources.



“Thank you for your interest in joining the Ministry of Defence as a Civil Servant in Air Command”



Charlie has been in post as Director of Resources for the Royal Air Force since summer 2015. His role is to represent the MOD’s Permanent Under Secretary of State in Air Command. He is a full Member of the Air Force Board Standing Committee, the Top Level Budget Senior Finance Officer and Civilian Workforce Advisor, and the most senior civilian at Air Command.

Prior to joining MOD, Charlie had an extensive background across central government. Following various roles in the Department for Social Security (now DWP), Charlie moved to HM Treasury where he worked on pensioner benefits; with local authorities; on Crossrail; as Head of Finance for the Government Olympic Executive; and latterly in the Home and Legal Spending Team.

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